



WILLIAM T FUJIOKA

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

February 22, 2012

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REVIEW OF BOARD POLICY NUMBER 9.090 – TELEWORK

As requested, this office has conducted a sunset review of Board Policy Number 9.090 (Telework Policy). We are recommending several technical changes to the Telework Policy and a few substantive changes to ensure countywide uniformity in implementation of the program. We believe the proposed changes will strengthen the County Telework Program. Please see the attachments reflecting the proposed changes in both PDF and Word formats, as requested. The substantive changes recommended to the Telework Policy are included below:

- Require approval to participate in the Telework Program to be subject to review by department management;
- Require Telework Training for both Teleworkers and Telemanagers prior to program participation;
- Require County departments participating in the Telework Program to submit a quarterly report to the Chief Executive Office about program usage; and
- Require County departments participating in the Telework Program to comply with all Telework Policies, Standards, and Procedures in order to remain eligible for program participation.

Please let me know if you have any questions, or your staff may contact Eddie Washington of my office at ewashington@ceo.lacounty.gov or (213) 974-1347.

WTF:EFS:MKZ

RW:EW:dmt

Attachment

"To Enrich Lives Through Effective And Caring Service"

Please Conserve Paper – This Document and Copies are Two-Sided

Policy #:	Title:	Effective Date:
9.090	Telework Policy	07/01/08

PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's [\(SCAQMD\) Rule 2202](#).

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering [and](#) supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote [Telework as an](#) alternative [ways method](#) of working to maximize County resources, reduce absenteeism, increase productivity and improve employee morale.

REFERENCE

January 31, 1989 Board Order, [Synopsis 5](#)

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 [Agenda Item 62-B](#)

August 1, 2008 Chief Executive Officer Memo "[Update on the County's Telecommuting/Telework Program](#)"

[February 22, 2012 Chief Executive Officer Memo "County Telework Program Procedures"](#)

POLICY

The County Board of Supervisors has approved the establishment of a County Telework [Policy](#) Program (CTP). Telework is working at a location other than the conventional

office. This can be either at home or at an office closer to the employee's home.

This program is a management option, not a universal employee benefit. Approval to participate in the program is subject to review by Department management. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle Ridership (AVR) for sites regulated by the SCAQMD under Rule 2202. The program is detailed in the Telework Program Manual and Telework Procedures.

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation. They should be selected on a voluntary basis by both supervisors and employees. The employee and supervisor (Telemanager) should voluntarily participate in the program. The ~~S~~ selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their supervisor's Telemanager's ability to manage remote workers.

All approved Teleworkers and Telemanagers must ~~should~~ first participate in a two-hour training session prior to entering into a formal County agreement unless previously certified as a Teleworker or Telemanager. A Telework Agreement should must be entered into by both the County and the employee that requires compliance with established Telework Standards and Procedures, and Telework guidelines and conditions, first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

The terms and conditions of employment for the Teleworker and the supervisor Telemanager remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon in the Telework Agreement by the employee and the supervisor.

It is required that County departments participating in the Telework Program must maintain detailed records of the number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. A quarterly report to summarize this information will be generated by each department participating in the Telework Program and submitted to the Chief Executive Office, Office of Workplace Programs.

To remain eligible for program participation, All all Teleworkers and Telemanagers must ~~shall~~ comply with the County's Telework ~~s~~ Standards and Procedures, which address policy issues related to worker's compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: January 31, 1989

Review Date: October 21, 2004

Review Date: August 1, 2008

Sunset Review Date: April 26, 2003

Sunset Review Date: April 26, 2008

Sunset Review Date: April 26, 2012